WATER OPERATIONS FACILITY
1889 N. Arthur Avenue
P.O. Box 4169
Pocatello, ID 83205-4169

SUPERINTENDENT'S OFFICE
(208) 234-6174
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#14

Executive Summary

TO: Mayor Blad and Pocatello City Council

CC: Jeffrey L. Mansfield, P.E., Public Works Director/City Engineer
Levi Adams, WPC Superintendent

FROM: Skyler Allen, Utilities Engineer

DATE: February 4, 2022

SUBJECT: Amendment #1 – Operations Building

Discussion:
The need for an improved facility for operations at WPC was identified in the 2013 WPC Facility Plan and subsequently included in the 2014 and 2019 utilities rate studies. The need for a new Operations Facility was again identified and further refined in the 2021 Facility Plan.

Per Council direction, staff have revisited the task for design of the WPC Operations Building and negotiated the scope of work and project approach with Keller Associates and their project partners, including architecture firm Myers-Anderson. The facility design is proposed to include necessary operational facilities, mostly analogous to the Water Department operations facility. The WPC operations facility will greatly improve the work spaces for the operations staff of WPC and address a number of current challenges faced by City staff at the treatment plant.

The Operations Facility will meet the following needs for WPC:

- Purpose built and up-to-code facility
- Reception and waiting area
- Professional office space for WPC operations staff
- Secure secondary SCADA location
- Consolidated and secure document storage space for critical archives
- Dedicated conference meeting space
- Adequate training space for WPC staff and to host training events
- Other visitor and employee accommodations
- Increased visitor and employee parking
- Improved facility accessibility
- Energy efficient & sustainable facility (LEED)

This Amendment includes the architectural and engineering design work for preliminary design, final design, and bidding services. The facility is proposed to be designed to target the Leadership in Energy and Environmental Design (LEED) Certification. Design decisions to target this

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certification will produce a more energy efficient and environmentally sustainable facility, and have a good probability of long-term cost savings.

Recommendation:
With Legal review and approval, staff recommends that the Council approve Amendment #1 to the WPC Package 1 Agreement and authorize the Mayor to sign and execute the necessary contract documents.

To:	City Council and Mayor
From:	Matt Kerbs, Deputy City Attorney
Date:	November 19, 2021
Re:	Amendment #1 for Operation Building Pre-Design, Design & Bidding Services

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Having reviewed the above referenced Amendment between the City of Pocatello and Keller Associates, I have no legal concerns with the Council approving and authorizing the Mayor to sign.

AMENDMENT TO OWNER-ENGINEER AGREEMENT

Amendment No. **#1 – Operation Building Pre-Design, Design & Bidding Services**

Owner: **City of Pocatello**
Engineer: **Keller Associates, Inc.**
Project: **Pocatello WPCF – Package 1 Improvements**
Effective Date of Owner-Engineer Agreement: **September 17, 2021**
Nature of Amendment: (Check those that apply)

- ☒ Additional Services to be performed by Engineer
- ☒ Modifications to services of Engineer
- ☒ Modifications to responsibilities of Owner
- ☒ Modifications of payment to Engineer
- ☐ Modifications to time(s) for rendering services
- ☐ Modifications to other terms and conditions of the Agreement

Description of Modifications:

See Attachment A – Operations Building Pre-Design, Design & Bidding Services

Agreement Summary:	Addition of Pre-Design, Design, and Bidding for the Operations Building
Original agreement amount:	$1,375,000.00
Net change for prior amendments:	$ 0.00
This amendment amount:	$ 273,400.00
Adjusted Agreement amount:	$ 1,648,400.00
Change in time for services (days or date, as applicable):	**See Attachment A**

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. The Effective Date of the Amendment is **November 19, 2021.**

Owner	Engineer
City of Pocatello	Keller Associates, Inc.
(typed or printed name of organization)	(typed or printed name of organization)
By: _____	By: _____
(individual's signature)	(individual's signature)
Date: _____	Date: _____
(date signed)	(date signed)
Name: Brian Blad	Name: James Bledsoe
(typed or printed)	(typed or printed)
Title: Mayor	Title: Principal
(typed or printed)	(typed or printed)

Attachment A

CITY OF POCATELLO
PACKAGE 1 IMPROVEMENTS FOR THE WATER POLLUTION CONTROL FACILITY – DESIGN OF OPERATIONS BUILDING SCOPE OF WORK

PROJECT DESCRIPTION

The City of Pocatello (Owner) and its Water Pollution Control Facility (WPCF) are faced with numerous operational and maintenance issues that were identified in the 2021 Facility Plan and presented to the Owner for budgeting purposes in the capital improvements plan (CIP). These CIP improvements were broken into multiple packages. The Owner has asked Keller Associates/Myers Anderson (Engineer) to complete the preliminary and final design on the same schedule as the other first package (Package 1) of improvements to realize design and construction efficiency with the bundling of these various improvements. The scope of services for Package 1 is already under contract for improvements to Digester No. 3, dewatering facilities, and aeration blower system. The scope of services included in this Amendment #1 provide for additional pre-design, design, and bidding efforts for a new Operations Building.

The existing Operations Building is aging (60+ years), undersized, and outdated. The Owner has tasked the Engineer to provide a complete design for the new Operations Building. It is assumed that the design of the Operations Building will be completed as a separate design package and will be bid separately from other Package 1 improvements.

New Operations Building: A new operation and training center is needed as the City staff have outgrown the existing facility since the original structure was built. Over the years, the original house was converted into an operations building for the facility. It has functioned well over the last several decades, but the building is aged, does not meet current codes, and is undersized for the facility. Myers Anderson Architects, PLLC (sub-consultant) will lead the design of the new operations building. The new operations and training center will be located near the existing operations building on the northwest side of the site. The new building is planned to be similar to the floorplan that was presented as part of the 2021 facility planning study. The approximate 6,000 SF building is planned to have: a waiting area, reception area, six offices, a SCADA room, a mechanical room, an IT/Electrical room, a storage room, employee restrooms, a conference area, a copy room, a public men's restroom, a public women's restroom, a break rook, an employee wellness room, and a training room.

Construction management services or services during construction are not part of this scope but are expected to be added via a separate amendment after 90% design.

This scope of work for Amendment #1 will be executed in three parts:

1. Preliminary Design – This work is generally described as review of existing information, identification of design criteria, development of alternatives evaluation, work to support the preparation of the preliminary engineering report and preliminary design (30%).

2. Final Design – This work is generally described as progressing the design through final design including 60%, 90% (permitting set), and 100% (bid set).

3. Bidding Services – This work is generally described as support during bidding of a construction contractor and the associated contract.

SCOPE OF WORK

TASK 1: PROJECT MANAGEMENT

Engineer Responsibilities:

1.1. General Project Management. Additional effort to provide general project administration services including contract administration, project accounting, scheduling, and internal project administration that were not included as part of the original contract.

1.2. Request for Information. Prepare initial request for information for data to be used in the design process.

Owner Responsibilities:

- Provide meeting space for project meetings
- Funding administration
- Provide requested information in a timely manner. Complete any field work that may be required.

Assumptions:

- Project management budget assumes a project schedule of up to 16 months.
- Engineer shall be entitled to rely, without liability or the need for independent verification, on the accuracy and completeness of the information provided by Owner, Owner's consultants and Contractors, information from public records, and information ordinarily or customarily furnished by others, including, but not limited to specialty Contractors, manufacturers, suppliers, and publishers of technical standards. This assumption applies to this task and subsequent tasks.
- Project is being funded by the Owner.

Deliverables:

- Monthly invoices and project update summaries.
- Request for information.

TASK 2: PRELIMINARY ENGINEERING REPORT (PER)

Engineer Responsibilities:

2.1. Study Phase Services. Review the information from the 2021 Planning Study, the available power supply, final location for the new building, and the record drawings for the infrastructure located adjacent to the new building. This new building located near the location of the existing Operations Building.

a) Hold an Operations Building Workshop. This workshop will review the preliminary floor plan, square footage, architectural features, lighting, building orientation, parking, and access. The overall layout of the building will also be discussed in this meeting. The Engineer will submit an agenda prior to, and minutes following the workshop and will have up to three (3) staff in attendance at the Owner's facility with the Owner's key staff present and up to two (2) staff participating via conference call.

b) The results of the operations building evaluation process will be summarized in the Operations Building Memorandum along with agreed upon floor plan, elevation views, architectural features, and basic site civil plans around the facility.

2.2. Geotechnical Investigation.

a. Engineer will utilize the services of Strata, Inc. (sub-consultant) to complete a geotechnical investigation for the proposed Operations Building site.

b. The sub-consultant will supervise two bores to be completed by the sub-consultant's drilling company. Note depth to rock or refusal (if encountered), the depth to groundwater, and classify soil in accordance with ASTM standards.

c. The sub-consultant will provide lateral earth pressures for existing types of soils, including seismic values and site classification, soil profiles, provide recommended back-filling procedures and recommendations for type(s) of foundations that would be suitable, re-use of onsite soils, structural fill specifications, over excavation recommendations, compaction specifications, allowable bearing capacities, estimated settling of the building (provide recommendations to reduce differential settlement to less than ¼" over 50 feet), groundwater depth, and required frost protection depth.

2.3. Site Layout. Advance study phase plan to develop 30% concept design showing site civil layout of the building on the selected site. Concept to include general grading concepts and reflect considerations for alternative building layouts as discussed with the Owner.

2.4. Electrical. Prepare one-line diagram for power.

2.5. Opinion of Probable Cost. Provide an AAEC Class 4 opinion of probable cost for the project.

2.6. Workshop Meeting. Two coordination meetings will be held with the Owner including a kickoff and draft review.

2.7. Prepare PER. Prepare draft PER. By developing the PER, the intent is to make all significant project design decisions before the start of Final Design. At the end of Preliminary Design, the design criteria will be defined, major design elements will be fixed, and major equipment, footprints, major structural elements, sequencing and staging, and utilities shall be well-defined and established. The design criteria are expected to be like the expectations in the Facility Plan and general criteria previously established at the WPCF.

2.8. Preliminary Design Documents. The preliminary design will consist of the supporting information and drawings, lists, and elements as described herein, which include the following drawings: General, Civil, Structural, Architectural, Building Mechanical, Building Plumbing, and Electrical.

Owner Responsibilities:

- Surveying to be completed by the Owner in accordance with the prime agreement.
- Provide concurrence on the location of the geotechnical investigation; assist in pre-marking locations for test pits / boring.
- Review and provide one set of consolidated comments on the Draft PER.
- Provide any record drawings of facilities in the immediate vicinity.
- Available utility information in a GIS format within the project area.
- Owner to provide field work such as potholing as required for utility coordination.

Assumptions:

- Land and easement acquisition, negotiations, and legal descriptions are not included.
- Unless otherwise noted, meetings/workshops may be held in person or via on-line meeting tools. This comment applies to this task as well as subsequent tasks.
- The Engineer will not submit design calculations for the project except as specifically requested for permitting or as noted in this scope of work.
- Based on the preliminary design, the building is anticipated to be approximately 6,000 to 6,500 SF. If the building footprint grows by more than 10%, the Engineer will be eligible for additional compensation.
- No energy code compliance is anticipated.
- CAD files are not needed for the Owner.

- Building sizing is based on recommendations in the planning study and will not be reevaluated as part of this scope of work.
- Power is readily available and located adjacent to the site.
- Only two bore hole(s) to an approximate depth of 25 feet below building finish floor elevation will be provided at the proposed site.

Deliverables:

- Geotechnical Report.
- Agenda and meeting notes for Workshop Meetings.
- PER with 30% Design Drawings.

TASK 3: FINAL DESIGN

The Engineer will prepare final plans and technical specifications based on the design concepts and criteria developed during Preliminary Design. The Final Design will be progressive development of concepts and decisions implemented during Preliminary Design. It is not anticipated that new or unresolved project issues will be developed during this process unless supplemental services are added. Task leadership and project engineering services will also be provided as part of the design effort.

The Final Design will be documented in three phases (60%, 90%, and 100% design). This separate design package will be submitted to the Owner for general review. Formal workshops will be conducted to review each package with the Owner.

Engineer Responsibilities:

3.1. Plan Sheets. Prepare general, site civil, electrical, architectural, structural, building mechanical, and plumbing sheets for the building. Coordinate location of utilities feeding the building, architectural finishes, security cameras, and other appurtenances with the Owner. Prepare 60% and 90% review sets.

3.2. Specifications. Provide front end documents that will include standard bidding forms, contract forms, construction forms, and general conditions based on the 2018 edition of EJCDC. Incorporate Owner requirements, supplemental conditions, and special provisions and project constraints. Prepare technical specifications. Technical specifications will be prepared to detail the materials, processes, and the products that are to be used in the construction of the building. Prepare front end documents and table of contents for the 60% review set, and complete draft technical specifications for the 90% review set.

3.3. 60% Design and Review Workshop Meeting. Submit 60% design review drawings and specifications table of contents to the Owner and hold a workshop. For the 60% Design Submittal, the major design elements identified during the preliminary design will be further defined and developed. The submittal will include the location and arrangement of significant existing and new structures and equipment and existing utilities adjacent to or within the construction area. This submittal will include checked in-progress plans and major specifications in draft form. Additional detail drawings will be developed between 60% and 90% completion. Owner comments on the previous submittal will have been resolved, rejected, addressed and/or incorporated in this submittal.

3.4. 90% Design and Review Workshop Meeting. Submit 90% design review drawings and specifications to the Owner and hold a workshop. For the 90% Design Submittals, the major design elements are well-established and supplementary design elements are in progress between the 60% and 90% Design Submittal. Specifications are substantially complete. Owner comments on the previous submittal will have been resolved, rejected, addressed and/or incorporated in this submittal.

3.5. Final Submittal. Upon receipt of Owner comments for the 90% drawings, the Engineer will prepare and submit the Final Documents. It is not anticipated that major additional design elements will be identified or incorporated between 90% and final submittal.

3.6. Opinion of Probable Cost. Prepare an opinion of updated opinion of probable cost for the project at 60%, 90% and final design.

Owner Responsibilities:

- Review and provide one set of consolidated comments on the 60% and 90% design deliverables.
- Provide legal and risk reviews of the bid documents.
- Provide review comments from Owner's SCADA integrator for switch transition from existing building.
- Complete building permit submittal and application.
- Pay for any associated permitting fees not assigned to the Contractor.

Assumptions:

- Contractor will be required to prepare and implement a Storm Water Pollution Prevention Plan (SWPPP), prepare traffic control plans, and secure associated permits.
- DEQ review is not required.
- Existing administration building will be used for storage; therefore, demolition plans for the existing building are not included within this scope.
- Shoring (if required) will be designed by the Contractor.
- Additional professional time for correspondence and meetings, due to an Owner initiated change in the project design, and/or project support above and beyond that described is considered an additional service.
- Since Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Engineer's methods of determining prices, or over competitive bidding or market conditions, the Engineer does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by the Engineer.
- AutoCAD is to be used to prepare drawings and AutoCAD Civil 3D or Revit may be used for the site and building design. Spreadsheets will be prepared in Microsoft Excel and text documents in Microsoft Word.
- Budget assumes that design phase services will proceed concurrently with WCPF Priority Improvements and that design meetings will be coordinated.

Deliverables:

- 60% design submittal, including one PDF submittal (prepared in 22"x34" reviewed in 11"x17") and (3) 11"x17" paper copies.
- 90% design drawings and specifications, including one PDF submittal (prepared in 22"x34" reviewed in 11"x17") and (3) 11"x17" paper copies.
- 100% stamped design package, including one PDF submittal (prepared in 22"x34" reviewed in 11"x17") and (3) 11"x17" paper copies.
- Opinions of probable cost.
- Building permit submittal.

TASK 4: SERVICES DURING BIDDING

Engineer Responsibilities:

4.1. Advertisement. Provide the Owner with a bid advertisement for the Owner to publish in the local newspaper of record. Assist Owner with posting advertisement to on-line plan room.

4.2. Documents. Distribute bidding documents including addenda to bidders.

4.3. Pre-Bid. Attend and conduct a pre-bid meeting with Contractors interested in the project. The pre-bid will include a meeting and a site tour to provide a forum for answering Contractor questions.

4.4. Addenda. If required, respond to bidder questions, and prepare up to three addenda during the bidding process to clarify, correct, or change the issued documents.

4.5. Bid Opening. Attend the bid opening and review Contractor bids with the Owner.

4.6. Bid Evaluation. Evaluate the bids received, prepare bid summary, and provide a bid evaluation letter.

Owner Responsibilities:

- Make arrangements for and pay for the advertisement of the project.
- Attend the pre-bid meeting.
- Chair the bid opening meeting.
- Provide legal services if required.
- Award the bid.

Assumptions:

- One separate bid package and one bidding process to be awarded to a single Contractor is assumed for the Operations Building. If multiple bid packages, rebidding or addressing bid protests is required, these services will be provided as an additional service.

Deliverables:

- Bid advertisement for the Owner's use.
- Three paper copies and one electronic copy in PDF format of the bidding documents including 11"x17" plans will be delivered to the Owner.
- Bid evaluation letter.

TASK 5: LEED BUILDING DESIGN

Engineer Responsibilities:

5.1 Review LEED. Review applicable criteria for achieving the targeted level of Leadership in Energy and Environmental Design (LEED) Certification

5.2 Agreements. Provide Owner with copies of agreements required by Green Business Certification Inc. (GBCI) or the United States Green Building Council (USGBC) to register the Project and pursue the anticipated LEED Certification. Engineer to review the agreements and confirm that the terms of those agreements are acceptable to the Owner.

5.3 Workshop. No later than the completion of 30% of the Design Phase, Engineer shall conduct a LEED Workshop with consultants and the Owner, during which the attendees will: review the LEED Green Building Rating System; examine LEED credits to be targeted, utilizing the appropriate Green Building Rating System Project Checklist, and identify potential LEED points associated with those credits; examine strategies for implementation of the targeted LEED credits; and discuss the potential impact of the targeted LEED credits on the Project schedule and the Owner's program and budget.

5.4 LEED Plan. Following the LEED Workshop, Engineer will prepare a LEED Certification Plan based on the targeted LEED credits. The LEED Certification Plan shall consist of, at a minimum, the appropriate Green Building Rating System Project Checklist indicating the targeted LEED credits; LEED Certification goal; information describing the Owner's, Engineer's, consultants', and the Contractor's responsibilities for each LEED credit; and a list of the LEED Documentation.

5.5 Registration. Register the Project with GBCI via LEED online. GBCI registration and design review fees of more than $4,670 will be paid by Owner as a reimbursable expense. The $4,670 fee is included in the current lump sum amount for this task.

5.6 Documentation. Collect documentation, calculations, and submittals necessary to meet the LEED Certification requirements (LEED Documentation) from the Owner, Engineer, and consultants. Organize and manage the LEED Documentation as necessary for the LEED Certification process.

5.7 File. Prepare and file necessary documentation with GBCI to address review comments/concerns pertaining to the minimum program requirement, prerequisite, or credit or point necessary to achieve the LEED Certification.

5.8 Submit Application. Prepare and submit the LEED Certification Application for the Project to GBCI via LEED online. Including any required supporting documentation, in accordance with the LEED Certification Plan.

5.9 GBCI Review. Prepare responses to, and submit additional documentation required by, comments or questions received from GBCI via LEED online.

5.10 Specifications. Produce LEED Specifications for Construction Documents.

Owner Responsibilities:

- Established a goal for the Project to achieve LEED Certification at the certain level under the USGBC LEED Green Building Rating System version LEED v4.1.
- Furnish a program setting forth the Owner's objectives, schedule, constraints and criteria, including system requirements and relationships, special equipment and site requirements. Design team will help facilitate this as needed.
- Provide information requested that is relevant and necessary for achievement of LEED Certification.

Assumptions:

- Associated costs for this task are through the design phase only.
- This application for LEED will not require an appeal to a ruling or other interpretation denying the LEED certification. If an appeal is needed and pursued by the Owner, Engineer will be eligible for additional expenses.
- Owner acknowledges that LEED Certification is awarded by an independent third party organization, and is dependent on factors beyond Engineer's control, such as the Owner's use and operation of the Project; the Work provided by the Contractor or the work or services provided by the Owner's other contractors or consultants; or interpretation of LEED credit requirements by GBCI. Accordingly, Engineer does not warrant or guarantee that the Project will be granted LEED Certification.

Deliverables:

- LEED Certification Plan.
- Green Building Rating System project Checklist indicating the targeted LEED credits.
- LEED Specifications for Construction Documents.
- LEED Certification – Pending 3rd party award of certification.

ADDITIONAL SERVICES (not included in scope of work)

- Special use permits, environmental services, or additional permitting beyond those described in the scope of work.
- Power utility rebate support.
- Site surveying.
- Public outreach/meetings or stakeholder outreach support.
- Field investigations to check available record drawings.
- Funding administration support.
- Project site tours.
- Easements and right-of-way acquisition support.
- Multiple building design alternatives for bidding purposes.
- Construction phase services (anticipated to be added via future contract amendment)

SCHEDULE

Engineer anticipates the following project schedule. The number of days associated with each of the tasks are approximate and assume timely delivery of requested information. Due to the start time of this project, this project may be a couple months behind the primary design package as a Notice to Proceed was delayed by a couple of months. Actual schedule may vary:

Task	Schedule	Comments
Task 2 – Preliminary Engineering Report Submittal	120 days	Preliminary Engineering Report will be submitted to Owner within 120 days from receiving Notice to Proceed from Owner for this portion of the project.
Task 3 – 60% Design Complete	75 days	60% Design Plans will be completed within 75 days after receiving PER approval from Owner (anticipate two-week review).
Task 3 – 90% Design Complete	75 days	90% Design Plans will be completed within 75 days after receiving Owner comments from the 60% review design meeting (anticipate two-week Owner review).
Task 3 – 100% Design Submission to Owner	60 days	100% Design Plans and Specifications will be completed and submitted to Owner within 60 days after receiving Owner comments from the 90% review design meeting (anticipate two-week Owner review).

COMPENSATION

As compensation for services to be performed by Engineer, the Owner will pay Engineer as described in the following table. The total authorized budget amount shall not be exceeded without written authorization from the Owner. Lump sum amounts shall include all costs for direct labor, indirect labor, overhead, reimbursable expenses, equipment, travel, per diem, and fixed fees.

Task	Type	Amount
Task 1 – Project Management	LS	$ 6,800
Task 2 – Preliminary Engineering Report	LS	$ 58,700
Task 3 – Final Design	LS	$ 154,600
Task 4 – Services During Bidding	LS	$ 14,900
Task 5 – LEED Building Design	LS	$ 38,400
TOTAL COST		**$ 273,400**

LS = Lump Sum T&M = Time and Materials